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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

November 6, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement Q

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Processing Contract Reporting Requirements

In accordance with the instructions of Procurement Memorandum Number 5, dated October 27, 1943, all future contracts entered into by this Branch which provide for the processing of Administration-owned commodities shall include a provision requiring that the processor complete form FDA-638 and submit periodically in accordance with the instructions thereon.

The frequency with which these reports are to be furnished by the processor shall be determined on a basis of the volume of the commodity to be processed and any other factors pertinent to the particular commodity concerned. The provision to be included in the contract shall stipulate the required frequency and indicate that supplies of the form may be obtained from the nearest Regional Office or from the Administrative Services Division in Washington.

It shall be the responsibility of the commodity division originating the transaction to follow up the provision of the contract and assure the submission of the report by the processor.

The instructions provide that the report shall be submitted to the Transportation and Warehousing Branch in two copies, one of which is to be forwarded to this Branch and placed in an appropriately titled section of the Commodity Book.

*H. C. Albin*

